



Town of Zionsville | 1100 West Oak Street | Zionsville, Indiana 46077 | www.zionsville-in.gov

Town Hall Meeting Room Fee Update FAQs

Town of Zionsville administration has presented Town Council with a proposed updated fee schedule for 2021. Here are FAQs on meeting rooms and Town Hall and on the proposed fee schedule for 2021.

Will I have to pay a fee to reserve a meeting room in Town Hall?

There is no charge for non-profit organizations, private citizens, municipal, state or national government use. Room sponsors may use their named room at no cost. If you're reserving a meeting space for use by a for-profit business, the fee is \$50 for the community room and \$25 for the other rooms for up to four hours.

Can I hold a private event or celebration in a Town Hall meeting room?

No, the meeting rooms are not available for private events or celebrations, such as parties, reunions or receptions.

Will I have to pay for cleaning in the meeting room?

The cleaning fee is only incurred when Town staff or vendors must complete a light clean, heavy clean or repair damage.

	Small Rooms 103, 105, 202, 203, 205, 205	Large Rooms 207, common corridors
Light Clean	\$75	\$150
Heavy Clean	\$250	\$500

Light Clean: Light sweeping, cleaning table and counter surfaces, repositioning furniture to original locations.

Heavy Clean: Includes all of light clean plus cleaning carpets due to spills or stains and cleaning walls and windows.

**Additional fees may be assessed as deemed necessary as a result of extensive carpet, drywall, paint or property damage.*

What happens if my group is charged a cleaning fee?

You will be responsible for paying the fee and will not be allowed to reserve or use meeting rooms until all incurred cleaning fees are paid.

What fees are charged for special events that take place in Zionsville?

Special event sponsors are responsible for a \$100 special event permit application fee, payable when application is submitted.

Administration
317.344.1167

Finance & Records
317.873.5410

Police
317.873.5967

Parks & Recreation
317.733.2273

Public Works
317.873.4544

Town Council
317.873.5130

Town Court
317.873.8240

Fire
317.873.5358

Planning & Economic Development
317.873.8247



Special event sponsors are responsible for paying the Town of Zionsville for any public safety personnel or equipment necessary for the event. This fee varies by the number of people and hours needed. Event sponsors will receive an estimated fee statement prior to finalizing details for the event. Event sponsors will receive a final invoice after the event concludes.

Special event sponsors are responsible for returning traffic cones and barricades. If these items are lost, damaged, are not returned to the Town, the event sponsor will be charged a replacement fee of \$2/cone and \$10/barricade.